

## Plan of Correction



<b>Program Name:</b> Dr. Mark Bontreger	<b>Date Submitted:</b> 7/18/18	<b>Date Due:</b> 8/18/18
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Administrative POC-1	
<b>Rule #:</b> 67:61:04:01	<b>Rule Statement:</b> Policies and procedures manual. Each agency shall have a policy and procedure manual to establish compliance with this article and procedures for reviewing and updating the manual.
<b>Area of Noncompliance:</b> Agency was missing new policies and procedures that came into effect Dec. 2016 and needs to update their policies and procedures manual.	
<b>Corrective Action (policy/procedure, training, environmental changes, etc.):</b> Updated Operating Manual	<b>Anticipated Date Achieved/Implemented:</b>  <b>Date</b> 08/07/2018
<b>Supporting Evidence:</b> See attached supplementary materials (added or modified policy statements)	<b>Person Responsible:</b> Mark Bontreger
<b>How Maintained:</b> See policy on updating Operating Manual in supplementary materials. All policies to be formally reviewed quarterly.	<b>Board Notified:</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>

Client Chart POC-1	
<b>Rule #:</b> 67:61:02:21	<p><b>Sentinel event notification.</b> Each accredited agency shall make a report to the division within 24 hours of any sentinel event including; death not primarily related to the natural course of the client's illness or underlying condition, permanent harm, or severe temporary harm, and intervention required to sustain life.</p> <p>The agency shall submit a follow-up report to the division within 72 hours of any sentinel event and the report shall include:</p> <ol style="list-style-type: none"> <li>(1) A written description of the event;</li> <li>(2) The client's name and date of birth; and</li> <li>(3) Immediate actions taken by the agency.</li> </ol> <p>Each agency shall develop root cause analysis policies and procedures to utilize in response to sentinel events.</p> <p>Each agency shall also report to the division as soon as possible: any fire with structural damage or where injury or death occurs, any partial or complete evacuation of the facility resulting from natural disaster, or any loss of utilities, such as electricity, natural gas, telephone, emergency generator, fire alarm, sprinklers, and other critical equipment necessary for operation of the facility for more than 24 hours.</p>

Updated 2/24/2016

<b>Area of Noncompliance:</b> Agency did not have a policy regarding sentinel events.	
<b>Corrective Action (policy/procedure, training, environmental changes, etc):</b> Implemented policy on Sentinel Events.	<b>Anticipated Date Achieved/Implemented:</b>  <b>Date</b> 8/7/2018
<b>Supporting Evidence:</b> See attached policy.	<b>Person Responsible:</b> Mark Bontreger
<b>How Maintained:</b> All policies formally reviewed quarterly	<b>Board Notified:</b> Y <input checked="" type="checkbox"/> N <input type="checkbox"/> n/a <input type="checkbox"/>

<b>Program Director Signature:</b> 	<b>Date:</b>  08/07/2018
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Send Plan of Correction to:

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